

**WASTEWATER CAPACITY RESERVATION APPLICATION**  
**Department of Public Works and Engineering**  
**City of Houston**

**Procedure for Completing a Wastewater Capacity Reservation Application**

1. *The attached Wastewater Capacity Reservation Application is a three page form which must be completed by the current property owner or by an authorized representative of the owner. Please note that if the applicant is not the current owner of the subject property, a notarized Letter of Authorization from the property owner must accompany the application.*
2. *When submitting the Wastewater Capacity Reservation Application, an application fee will be due. This fee is based on the total size of the subject property (for vacant land) or the size of the proposed development. For example, a 2,500 square-foot addition to a shopping center located on eighteen (18) acres of land would require only a \$55.00 processing fee.*
3. *A site plan or survey, indicating the dimension of the property must be attached to the Wastewater Capacity Reservation Application when the site is:*
  - a. *Not located in a subdivision,*
  - b. *Located on a portion of a lot or reserve in a subdivision, or*
  - c. *An acreage tract.*
4. *The application must be filled out completely and accurately. If the application is not completed properly, you will be required to go to 306 McGowen or 3300 Main, First Floor, Impact Fee Administration Section, to add or correct information. The application will be returned if the owner or agent is not able to personally correct the application. This will increase processing time for your application.*

*The following information is often missing:*

- a. *The street address is not indicated (Page 1 of application).*
  - b. *The tract size is not provided (Page 1).*
  - c. *Vacant property is not indicated (Page 2).*
  - d. *Appropriate information on high volume water users is not included (Page 2 and 3).*
  - e. *Whether existing development will be removed or remodeled is not specified (Page 2).*
  - f. *Prior letters regarding this site are not attached or, if attached, their relationship to the present request is not indicated.*
  - g. *An acceptable form of proof of ownership of the property, i.e. warranty deed, deed of trust, title report, or title opinion.*
5. *Due to the large volume of applications currently being received, three to four weeks may be required to process a Wastewater Capacity Reservation Application. The sanitary sewer response and the water and storm drainage response will, in most cases, be mailed together.*
6. *The completed application, application processing fee and supporting documentation should be submitted to the following:*

*Public Works and Engineering Department  
Impact Fee Administration Section  
306 McGowen  
P.O. Box 131927  
Houston, Texas 77219-1927*

7. *Should an applicant need any additional information concerning the submittal of the Wastewater Capacity Reservation Application, please contact Impact Fee Administration personnel:*

*Heena Jadav (713) 525-9830  
Ava Mickel (713) 525-8539  
Christine Robinson (713) 525-9877*

*Lilly Temu (713) 525-9834  
Regina Otu (713) 535-7888  
Shedrick Taylor (713) 525-8526*